# How to find what's due:
A traveler's Guide to the Universe (of Moodle)

There are four places in Moodle to find when your assignments, quizzes, tests, etc. are due. You can chose which works best for you. Each instructor has the ability to tailor their Moodle courses a bit differently, so you may need to look on the left and the right side of your screens to find some of these, and some instructors may not use all of them, **so take a few minutes and familiarize yourself every term to every class.**

1. **The Calendar** – The calendar will display the current month. The days with scheduled events, such as quizzes, homework uploads, tests, etc., will be highlighted. Directly below the Calendar there is an Events key. Hover your mouse over one of the highlighted dates and a pop-up will appear which will display all events scheduled for that day. If it is an assignment, etc. you will be able to click on the link and it will open the page and give more details.
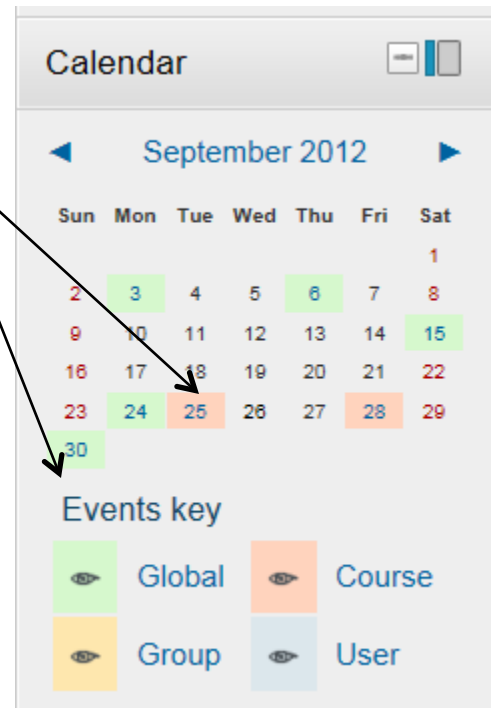
2. **Weekly Outline –** Each week your instructor may list activities for you to complete. Homework, assessments, quizzes, document uploads, etc. These will usually be links to click on and take some sort of action on. There may be instructions to go along with the link, or the link may be self-explanatory. The different types of events have different icons. NOTE: I have a "label" of Assignment/Activity. Other instructors will have their own way to set the class events apart.

3. **Upcoming Events –** In all of my Moodle courses I add this block. If you like it, and one of your instructors do not have it available, you might want to politely ask them to open it.

   In my courses, **Upcoming Events** displays on the right hand side of the Moodle page, but students can "dock" it if they so choose. I don't recommend this, because it is a great "one stop shopping" for what's due and what's coming soon. This block displays a three week window of time. All event *openings and closings will display there* as long as the dates are within the current three week window. Students can click the title and the details window will display. College-wide announcements will also display (same as in the Calendar).
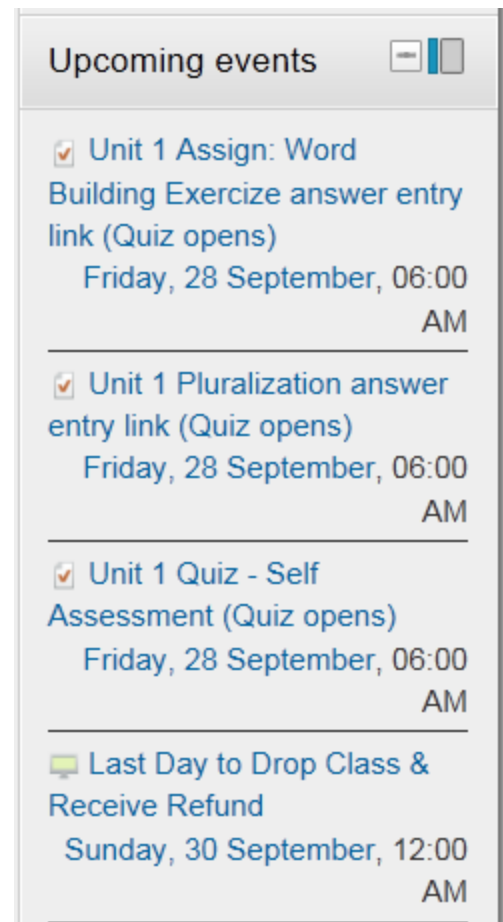
4. The final area I'm going to tell you about is the **Activities** box. This is another handy tool for finding due dates. Not all items may be listed for every class, for example if an instructor does not have a Wiki built for their class, then Wikis will not show in Activities.
   How this box works is, students can click on **Assignments**, for example; a web page will then open listing every Assignment-type of activity for the class. The same works for Quizzes, Forums, etc.
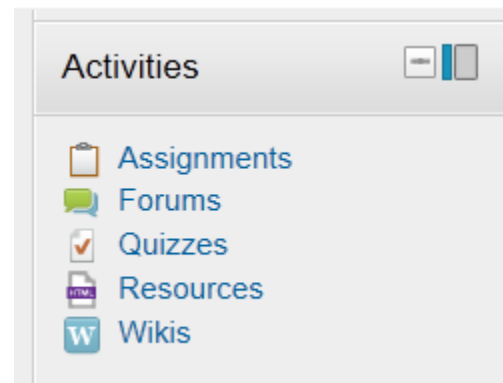
   If you have more than one class, try these out in your various classes, and see what amazing information is available to you, and compare how different instructors use the Moodle tools.

In my classes, there is no reason every student would not know each and every due date for every assignment, quiz, text, etc. in my classes. You can manage your schedule electronically by checking in the class online frequently, using Google calendar, using a hardcopy calendar, or using a smartphone; whatever works for your organizational needs. Late work with the excuse due date was missed will not be considered for grading.